

Executive Chair of Student Senate

**Position Title:**  Executive Chair of Student Senate

**Department:**  Executive Team

**Supervisor:**  Student Body President

**Advisor:** Miranda Powers

**Stipend:** $2,500 per year

**Primary Purpose:**

The Executive Chair of Senate is the head of the Bethel University College of Arts and Sciences Student Senate. The Executive Chair works with the senators elected by the student body to seek out the needs of the student body and work through bills and resolutions to resolve such issues. The Executive Chair of Senate works to ensure the Student Senate works to accomplish the Bethel Student Government (BSG) mission statement.

**Key Responsibilities:**

* Schedules and presides over all senate meetings to ensure the BSG Constitution and Senate by-laws are upheld
* Ensures that senators are maintaining close contact with their constituents
* Mentors and encourages growth in the senators
* Oversees senators contact with administration
* Assists senators in assuring that all bills and resolutions are well-written and are legally sound
* Oversees the management of Student Senate’s budget
* Oversees the President Pro Tempore of Student Senate
* Provides awareness of legislation and matters pertaining to BSG and the student body to the Executive Team
* Oversees the maintenance and preservation of all legislation
* Creates and provides oversight to committees within Student Senate
* Remains non-bias on all Student Senate legislation.

**General Responsibilities:**

* At least one office hour per week
* One-hour weekly Executive Team meeting
* Weekly meeting with the Student Body Vice President
* Bi-weekly meeting with BSG advisor
* Bi-weekly meetings with each the President Pro Tempore of Student Senate
* Occasional one/one with senators
* Attend Executive Team Retreats
* Attend the Leadership Retreat
* Arrive on campus two weeks before classes begin
* Attendance at all Student Senate meetings
* Participate in various other extra Executive team commitments such as, but not limited to, retreats, staff chapel, and staff training prior to school starting

**Qualifications:**

* Sophomore standing at time of assuming the position
* Minimum GPA of 3.0
* 2 semesters of BSG Senate experience
* Be able to manage 9-20 hours a week to dedicate to this department
* Be willing to work odd hours